



## **Parks & Recreation Department**

8820 Elk Grove Blvd., Suite 3  
Elk Grove, CA 95624  
(916) 405-5300

### **ADMINISTRATION OF MEDICATION FOR PARTICIPANTS**

Dear Parent,

The following information is designed to help you and your son/daughter comply with the Elk Grove Community Services District Policy and Procedures in relation to the Administration of Medication during the Tiny Tot Preschool program.

1. No medication (prescription or non-prescription including aspirin, cough drops, etc.) will be dispensed to students or allowed at any Tiny Tot program without the appropriate form being completed and on file at the Elk Grove Community Services District. If the physician requires a portion of a tablet, pill etc., be dispensed, the parent is responsible for dividing the tablet into the prescribed size.
2. Participants requiring medications during the Tiny Tot program shall be identified to the Tiny Tot Staff by the parent/guardian and physician.
3. The authorization for the Administration of Medication by EGCSDD Personnel is located on the back side of this letter. If you have questions, please contact the Recreation Supervisor.
4. All participant medication must be in the original container clearly labeled with the child's name and will be kept securely locked in a Tiny Tot storage area or office. Participants may not carry medication on their person, although exception may be made for students who need medication for potentially life threatening conditions. Such exceptions require physician, parent, and Recreation Superintendent authorization.
5. Parents are required to provide written verification from physician to the Elk Grove Community Services District of any change in the medication or dosage. Physicians may fax form (685-6942) to the Elk Grove Community Services District main office to authorize medication changes.
6. The Authorization for the Administration of Medication by EGSCDD personnel must be updated annually or whenever any changes are made in the treatment plan.

Kathy Kachurak  
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